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19422
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: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.

Number 206

November 21, 1949

PMA PROCEDURE TRANSMITTAL

NOTICES

Secretary's Memorandum No. 1245 dated November 4, 1949, announced the appointment of the following members to serve as the Board of Directors of the Commodity Credit Corporation, effective as of October 28, 1949:

Charles F. Brannan, Ex Officio Director and Chairman of the Board;
Albert J. Loveland, Knox T. Hutchinson, Ralph S. Trigg, Frank K. Woolley, Elmer F. Kruse and Wm. B. Crawley, Members.

ADMINISTRATIVE
NOTICE NO. 147
11-16-49

DESIGNATION OF ASSISTANT ADMINISTRATOR AND DEPUTY ASSISTANT ADMINISTRATOR FOR COMMODITY OPERATIONS: Announced the designation of Mr. Elmer F. Kruse as Assistant Administrator for Commodity Operations and Mr. Harold K. Hill, Deputy Assistant Administrator. DISTRIBUTION: A B (Distributed Separately)

NEW AND REVISED INSTRUCTIONS

139.1
EXHIBIT B
Pages 1 & 2
Revised

SALARY TABLE FOR USE IN PREPARING PMA 545: Revised salary table. Remove the Exhibit B attached to PMA 139.1 from the manual and insert the revised Exhibit B pages (1) and (2). DISTRIBUTION: A B (Distributed Separately)

260.1 and
EXHIBIT A
Revised 11-15-49

SALARY PROVISIONS OF THE FEDERAL EMPLOYEES CLASSIFICATION ACT: This Instruction points out the major provisions of the "Classification Act of 1949" which may affect salaries within PMA. The salary schedules included in Exhibit A are the basic salary rates established in accordance with the pay act. DISTRIBUTION: A, B

616.1
1-2-48
CHANGE

AMENDING CONTRACTS: Add the following to the last sentence in paragraph II A 8 b (2): "and the type of cost involved shall be specified, for example, 'transportation cost' when the amendment involves a change in f.o.b. point (s)". DISTRIBUTION: A, B

643.1
Pages 23 & 24
Revised 11-15-49

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM: Page 23 revised to provide that the prepaid wire report of shipment will be sent to the person designated by the Food Distribution Programs Branch and shown on a slip attached to each D/O or in the space designated for this purpose on the D/O. DISTRIBUTION: A, B (Distributed Separately)

* * *

DISTRIBUTION: A, B.

EXHIBIT A - SECTION II

FORMER SCHEDULE RATES	CPC SCHEDULE RATES (10+ hours)	NEW SCHEDULE RATES	UNIT RATES			DIRECTLY			NUMBER OF WITHHOLDING EXEMPTIONS CLAIMED										
			REGULAR		OVERTIME	REGULAR SILVER	ON RIT. OLD.	RIT PRIOR TO 1982 OLD.											
			HOURLY	DAILY					0	1	2	3	4	5	6	7	8	9	10 or MORE
\$ 1110.00	1a	\$ 1510	\$.73	\$ 5.84	\$ 1.10	\$ 58.08	\$ 3.48	\$ 54.60	8.80	5.00	1.20	.00	.00	.00	.00	.00	.00	.00	.00
-	1b	1570	.75	6.00	1.13	60.38	3.62	56.76	45.80	49.60	53.40	54.60	54.60	54.60	54.60	54.60	54.60	54.60	54.60
1500.00	1c	1630	.78	6.24	1.17	62.69	3.76	50.93	47.66	51.46	55.26	56.76	56.76	56.76	56.76	56.76	56.76	56.76	56.76
1588.00	1d	1690	.81	6.48	1.22	65.00	3.90	61.10	49.10	53.33	57.13	58.93	58.93	58.93	58.93	58.93	58.93	58.93	58.93
-	1e	1750	.84	6.72	1.26	67.31	4.04	63.27	51.10	55.20	59.10	61.10	61.10	61.10	61.10	61.10	61.10	61.10	61.10
1660.00	1f	1810	.87	6.96	1.31	69.62	4.18	65.44	53.27	57.07	60.97	63.27	63.27	63.27	63.27	63.27	63.27	63.27	63.27
1732.00	1g	1870	.90	7.20	1.35	71.92	4.32	67.60	55.14	58.94	62.84	65.44	65.44	65.44	65.44	65.44	65.44	65.44	65.44
2020.00	2a	2120	1.02	8.16	1.53	81.54	4.89	76.65	60.80	64.70	68.60	70.60	70.60	70.60	70.60	70.60	70.60	70.60	70.60
2086.00	2b	2190	1.05	8.40	1.58	84.23	5.05	79.18	62.80	66.70	70.60	72.60	72.60	72.60	72.60	72.60	72.60	72.60	72.60
2152.00	3a	2252	1.08	8.64	1.62	86.62	5.20	81.42	64.80	68.70	72.60	74.60	74.60	74.60	74.60	74.60	74.60	74.60	74.60
2152.00	2c	2260	1.09	8.72	1.64	86.92	5.22	81.70	65.10	69.00	72.90	74.90	74.90	74.90	74.90	74.90	74.90	74.90	74.90
2218.00	2d	2330	1.12	8.96	1.68	89.62	5.38	84.24	67.10	71.00	74.90	76.90	76.90	76.90	76.90	76.90	76.90	76.90	76.90
2218.00	3b	2332	1.12	8.96	1.68	89.69	5.38	84.31	67.40	71.30	75.20	77.20	77.20	77.20	77.20	77.20	77.20	77.20	77.20
2284.00	2e	2400	1.15	9.20	1.73	92.31	5.54	86.77	69.10	73.00	76.90	78.90	78.90	78.90	78.90	78.90	78.90	78.90	78.90
2284.00	3c	2412	1.16	9.28	1.74	92.77	5.57	87.20	69.40	73.30	77.20	79.20	79.20	79.20	79.20	79.20	79.20	79.20	79.20
2350.00	4a	2450	1.18	9.44	1.77	94.23	5.65	88.58	71.10	75.00	78.90	80.90	80.90	80.90	80.90	80.90	80.90	80.90	80.90
2350.00	2f	2470	1.19	9.52	1.79	95.00	5.70	89.30	71.40	75.30	79.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20	81.20
2350.00	3d	2492	1.20	9.60	1.80	95.85	5.75	90.10	71.70	75.60	79.50	81.50	81.50	81.50	81.50	81.50	81.50	81.50	81.50
2423.04	4b	2530	1.22	9.76	1.83	97.31	5.84	91.47	73.00	76.90	80.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80	82.80
-	2g	2540	1.22	9.76	1.83	97.69	5.86	91.83	73.30	77.20	81.10	83.10	83.10	83.10	83.10	83.10	83.10	83.10	83.10
2423.04	3e	2572	1.24	9.92	1.87	98.92	5.94	92.98	73.60	77.50	81.40	83.40	83.40	83.40	83.40	83.40	83.40	83.40	83.40
2498.28	4c	2610	1.25	10.00	1.88	100.38	6.02	94.36	73.90	77.80	81.70	83.70	83.70	83.70	83.70	83.70	83.70	83.70	83.70
2498.28	3f	2652	1.28	10.24	1.92	102.00	6.12	95.88	74.20	78.10	82.00	84.00	84.00	84.00	84.00	84.00	84.00	84.00	84.00
2573.52	5a	2674	1.29	10.32	1.94	102.85	6.17	96.68	74.50	78.40	82.30	84.30	84.30	84.30	84.30	84.30	84.30	84.30	84.30
2573.52	4d	2690	1.29	10.32	1.94	103.46	6.21	97.25	74.80	78.70	82.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60
-	3g	2732	1.31	10.48	1.97	105.08	6.30	98.78	75.10	79.00	82.90	84.90	84.90	84.90	84.90	84.90	84.90	84.90	84.90
2648.76	5b	2754	1.32	10.56	1.98	105.92	6.34	99.54	75.40	79.30	83.20	85.20	85.20	85.20	85.20	85.20	85.20	85.20	85.20
2648.76	4e	2770	1.33	10.64	2.00	106.54	6.39	100.15	75.70	79.60	83.50	85.50	85.50	85.50	85.50	85.50	85.50	85.50	85.50
2724.00	5c	2834	1.36	10.88	2.04	109.44	6.54	102.44	76.00	79.90	83.80	85.80	85.80	85.80	85.80	85.80	85.80	85.80	85.80
2724.00	4f	2850	1.37	10.96	2.06	109.62	6.58	103.04	76.30	80.20	84.10	86.10	86.10	86.10	86.10	86.10	86.10	86.10	86.10
2799.24	6a	2900	1.39	11.12	2.09	111.54	6.69	104.05	76.60	80.50	84.40	86.40	86.40	86.40	86.40	86.40	86.40	86.40	86.40
\$ 2799.24	5d	\$ 2914	\$ 1.40	\$ 11.20	\$ 2.10	\$ 112.08	\$ 6.72	\$ 105.36	76.90	80.80	84.70	86.70	86.70	86.70	86.70	86.70	86.70	86.70	86.70
2799.24	4g	2930	1.41	11.28	2.12	112.69	6.76	105.93	77.20	81.10	85.00	87.00	87.00	87.00	87.00	87.00	87.00	87.00	87.00
2874.48	6b	2980	1.43	11.44	2.15	114.62	6.88	107.74	77.50	81.40	85.30	87.30	87.30	87.30	87.30	87.30	87.30	87.30	87.30
2874.48	5e	2994	1.44	11.52	2.15	115.15	6.91	108.24	77.80	81.70	85.60	87.60	87.60	87.60	87.60	87.60	87.60	87.60	87.60
2949.72	6c	3060	1.47	11.76	2.13	117.69	7.06	110.63	78.10	82.00	85.90	87.90	87.90	87.90	87.90	87.90	87.90	87.90	87.90
2949.72	5f	3074	1.48	11.84	2.13	118.23	7.09	111.14	78.40	82.30	86.20	88.20	88.20	88.20	88.20	88.20	88.20	88.20	88.20
3024.96	7a	3125	1.50	12.00	2.12	120.19	7.21	112.98	78.70	82.60	86.50	88.50	88.50	88.50	88.50	88.50	88.50	88.50	88.50
3024.96	6d	3140	1.51	12.08	2.12	120.77	7.25	113.52	79.00	82.90	86.80	88.80	88.80	88.80	88.80	88.80	88.80	88.80	88.80
3024.96	5g	3154	1.52	12.16	2.12	121.31	7.28	114.03	79.30	83.20	87.10	89.10	89.10	89.10	89.10	89.10	89.10	89.10	89.10
3100.20	6e	3220	1.55	12.40	2.10	123.85	7.43	116.42	79.60	83.50	87.40	89.40	89.40	89.40	89.40	89.40	89.40	89.40	89.40
3100.20	7b	3225	1.55	12.40	2.10	124.04	7.44	116.60	79.90	83.80	87.70	89.70	89.70	89.70	89.70	89.70	89.70	89.70	89.70
3175.44	6f	3300	1.59	12.72	2.09	126.92	7.62	119.30	80.20	84.10	88.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
3175.44	7c	3325	1.60	12.80	2.09	127.68	7.67	120.21	80.50	84.40	88.30	90.30	90.30	90.30	90.30	90.30	90.30	90.30	90.30
3250.68	6g	3380	1.63																

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATIONSALARY PROVISIONS OF THE
FEDERAL EMPLOYEES CLASSIFICATION ACT

I PURPOSE

This Instruction points out the major provisions of the recently enacted "Classification Act of 1949" which may affect salaries within PMA.

II CLASSIFICATION ACT OF 1949

The "Classification Act of 1949," which became effective October 30, 1949, for employees of this Department, repeals the "Classification Act of 1923," as amended, and establishes an equitable system for fixing and adjusting the rates of basic compensation of individual employees. Positions within PMA which are exempted from the provisions of the Act are (1) NACC Agents, (2) Experts and Consultants employed temporarily or intermittently under Section 15 of Public Law 600, and (3) Wage Board employees.

III SALARY PROVISIONS AND CLASSIFICATION SYMBOLS

A General - The salary schedules included as Sections I, II, and III of Exhibit A of this Instruction are the basic salary rates established in accordance with this latest Classification Act and are the basis for pay-roll preparation within PMA. For the purpose of determining overtime, night differential, and holiday pay, the term "hours worked each week" shall include annual and sick leave and compensatory time off.

B Basic Compensation Schedules - The basic compensation schedules for positions to which this Act applies involve a major change in classification symbols. The new classification and symbols are as follows:

1 A "General Schedule," the symbol for which is "GS," is in lieu of the professional and scientific service ("P"), the clerical, administrative, and fiscal service ("CAF"), and the subprofessional service ("SP"). (See Exhibit A, Sections I and III.)

2 A "Crafts, Protective, and Custodial Schedule," the symbol for which is "CPC," is in lieu of the crafts, protective, and custodial service ("CPC"). (See Exhibit A, Sections II and III.)

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(III)

C Adjustment of Present "DA" Grades - Title XI provides that with respect to the positions which were not subject to the Classification Act of 1923 but to which the new Act applies, this Act shall take effect on a date specified by the Civil Service Commission but not later than the first day of the first pay period beginning six months following the date of this Act. Accordingly, the present "DA" grades will not be converted to the appropriate "GS" grades until a later date. In order to provide for an equitable adjustment of salaries for employees assigned such grades during this interim period, the Secretary has approved an adjusted salary scale for the "DA" grades, effective October 30, 1949. The schedule of rates for the "DA" grades is not included in the exhibit.

D Periodic Step Increases - The new Act provides that employees who have not attained the maximum scheduled rate of compensation for the grade in which his position is placed shall be advanced in compensation successively in the next higher rate within the grade at the beginning of the next pay period following the completion of (1) each 52 calendar weeks of service if his position is in a grade in which the step increases are less than \$200 or (2) each 78 calendar weeks of service if his position is in a grade in which the step increases are \$200 or more, subject to efficiency and conduct qualifications. This change eliminates in most cases the present time lag occurring between the completion of the waiting period and the effective date of the step increase.

E Longevity Step Increases - Employees in the CPC service or in the GS service in grade GS-10 or below, who are at the top of the grade, are entitled to longevity step increases under the following conditions: (1) The employee shall have had, in the aggregate, not less than ten years' service in the position he occupies or in positions of equivalent or higher class or grade; (2) there shall be one longevity step increase for each three years of continuous service at the maximum rate of the grade or higher; (3) an employee may receive not more than three such increases; (4) each longevity step increase shall be equal to a one step increase in the employee's grade; and (5) the employee's efficiency rating must be "good" or better and his service and conduct must be certified as "satisfactory."

IV ADDITIONAL COMPENSATION

A Overtime Pay - As in the past, overtime rates will be paid for any hours worked each week in excess of the regularly scheduled

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(IV A)

40 hours in any administrative workweek, provided that such overtime hours are properly authorized or approved in writing. For any or all officially ordered and approved overtime, however, per annum employees may elect to take compensatory time off instead of receiving payment therefor. The number of hours of compensatory time off shall not be more than the number of overtime hours worked. The overtime rate of pay is based on $1\frac{1}{2}$ times the hourly rate for salaries of \$2980 or less and on a decreasing scale for salaries over \$2980, except that for the basic rates of \$6600 and over the overtime rate is a uniform one.

B Night Pay Differential - If the regularly scheduled hours of assigned duty require that an employee work any hours between 6 p. m. and 6 a. m., he will be paid a night differential for such hours at the rate of 10 per cent in excess of his basic pay. The differential will be paid regardless of whether the night work for which it is paid occurs during an overtime period or on a holiday. It will be paid in addition to any extra pay for overtime or holiday work. The differential will not be included, however, in the basic rate of pay in computing any overtime or holiday pay to which an employee may be entitled.

C Holiday Pay

1 When Holidays Fall on Work Days - If an employee is required to work on a holiday which falls on a day within his basic 40-hour workweek, he will be compensated at twice his regular rate of pay for not to exceed eight hours or the number of hours in his regular workday, whichever is smaller, if he would have received straight time for not working. Any hours that are worked in excess of eight (or the number of hours in the regular workday if less than eight) will be added to other hours worked during the workweek to determine whether overtime is payable. Intermittent WAE employees and part-time employees without a regularly scheduled tour of duty are not entitled to this extra holiday pay unless it is established that they would have received straight time had they not worked. If such employees are not paid when they do not work on a holiday, they will be paid only straight time when they do work on a holiday.

2 When Holidays Fall on Nonwork Days - If an employee is required to work on a holiday which falls on a nonwork day, he will not be paid twice the regular rate of pay. The hours worked, however, will be applied to the basic workweek to determine whether the employee is entitled to overtime.

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